



# ISM User Guide for Job Seekers

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How To Register For and Enter  
A Job Seeker Profile Online Using  
Illinois Skills Match

# ILLINOIS SKILLS MATCH JOB SEEKER USER GUIDE

## Internet Entry

These are the step-by-step instructions that will help you register in Skills Match (ISM). Remember that ISM is a system designed for ALL job openings. Therefore, it is suggested that you follow these directions **carefully** to maximize your matching potential to the right jobs, especially for Part 3: My Job Skills. You are encouraged to print this guide out before starting. We also suggest you have your resume at hand in order to transfer your information to ISM more easily. For best results, you should use an Internet Explorer browser. You can then go directly to the ISM web site address by clicking on this link: <http://www.illinoisskillsmatch.com> , or simply type it in.

## Home Page or Welcome to Skills Match!! Page

Information pertaining to the terms and conditions for using the system can be displayed by clicking on the blue phrase [User Agreement](#). Otherwise, you may go directly into the system by clicking on the **Job Seeker** button. By clicking on the blue word [OVERVIEW](#), you can see what Illinois Skills Match has to offer for Job Seekers as well as a brief explanation of how the system works. If you are a first time ISM user, begin your registration by clicking on the **Register Now** button. This will take you to the Equal Opportunity Page.

If you have registered before, do not register a second time until you have read the paragraph below. Log on to your existing registration and make any updates or changes you wish. If you are going back to modify your information, type in your User Name and Password using the same case you originally entered since passwords are letter and number case sensitive; then click on the **Enter** button. This will also take you to the Equal Opportunity Page.

If you forgot your password, click on the **Forgot My Password** button and the system will e-mail your user name and password. This guide uses first time user prompts, but if you are using the system for the second or third time, you should be able to get through it without any problem since most of the prompts will apply to both.

The button at the very bottom of the Welcome... page, labeled “What Employers Want” will allow you to see the skills employers are looking for when they are trying to fill a specific job opening. You will be able to see the number of job orders that have been added within the last year for any job title that has been entered into Illinois Skills Match.

## Equal Opportunity Page

This page explains U.S. Federal Law regarding discrimination against anyone for various reasons and is supported by the Illinois Department of Employment Security’s Policy & Procedures in upholding that law. It also provides methods on how to report any suspected activity associated with breaking this law. Click on the **Next** button to go to the **Welcome Job Seekers Page** to begin your registration.

## Welcome Job Seekers Page

You supply your name, social security number if you have one, and choose a password of 5 to 15 alpha and/or numeric characters. If you do not live in the U.S.A., type in **60603** for Home Zip Code. All of your private information will be kept confidential and secure. If you have any questions regarding this, click on the blue words [user agreement](#). Click Next. **The ISM system supplies you with a user name. You should write this down along with your password when it is given to you on the front cover of this guide and put it in a safe place as you will need them to log on to ISM in the future.**

**YOU ARE NOW READY TO GET STARTED!**

## My Profile

In order to build your profile and match to jobs, we will ask you a series of questions. The questions are grouped into four parts. The whole process will take about thirty minutes.

### My Profile - Part 1 of 4: General Registration

#### Contact Information

1. Begin filling out your Name, Address, etc. If you have additional address information such as a post office box or apartment number, it may be entered here. The information in "Address" is considered to be your primary address information and is the location where all written correspondence will be addressed.
2. If you are an **out-of-state job seeker** (not from Illinois), you should click on the State you reside in; for County, click on "Out of State". Then add your Zip Code from anywhere in the U.S.A. If you are not sure what your Zip Code is, click on [Find Zip Code](#).

**If you are registering from a country other than the United States of America**, your postal code will not work. Your entry next to Zip Code should already be 60603. If not, add it now. Out of Country job seekers should then click on the drop down box and select the blank space above the word "Alabama" when entering their State, "Out of State" for County, and "Other" for Country. This will still allow you to match to job orders, provided you are eligible to work in the U.S.A.

3. You may choose whether or not to show your contact information, such as name, address and phone number to employers who post job orders to which you match. The option of selecting direct contact by the employer will result in quicker notification of a match to job openings. If you choose to show the contact information, click "Yes". If you choose not to show the contact information, job order specifics will take longer being relayed through IETC staff by either phone or mail. **If you are afraid your present employer is conducting a candidate search and you don't want him/her to know you are searching for a new employer, click "No" in this section.**

When you are finished, click **Next>**

#### Veteran Information

1. If you can answer yes to any of the four questions listed under this heading, click on Yes in the drop down box next to the question "Are you a U.S. Armed Forces Veteran?" (If not move to the next step.)
2. Complete the requested information. Veterans and other eligible persons may receive preference in referrals to job openings.

When you are finished, click **Next>**

#### Salary & Hours

Identify the distance you are willing to travel to work and narrow down the kind of working hours you are seeking on this page. The shifts you are willing to accept as well as minimum salary desired are also identified. All of the information on this page is used to match you to job orders.

1. When you fill out the **I will not work for less than...** section, enter the smallest, realistic wage or salary based on the American dollar you are willing to accept from an employer. This number will match to all wages or salaries over and including that amount. For example, if you specify a salary of \$20,000 per year, you will not match to employers

looking for job seekers that will accept a salary of \$19,999 per year or less. Enter the salary or description by clicking on the drop-down box next to it and clicking on your choice. Do not enter \$1.00 trying to match to all salary offers or you will match to just about every minimum wage position there is. When you are finished, click on the **Next** button.

2. In the next section, you can select the kind of work you are seeking, the type of work you are seeking and the shift you prefer to work by clicking the appropriate choice. You may select as many as apply.

3. Use the drop down box and select the distance you would prefer to work from your home. The ZIP code (U.S. postal code) corresponding to your entry in “Address” is automatically posted here. You may modify this field if you wish to search for work in another area by entering the ZIP code for that area. You may also want to modify the number of miles you are willing to travel to work to increase or decrease the number of job order matches. If you are willing to relocate, you may want to select “more than 100 mile.” If you are an out-of-state U.S. job seeker, you may enter your actual ZIP code.

However, if you are an out-of-country job seeker, do not enter your international postal code since the system can only read U.S. postal codes. If it does not say 60603 already, please type this in for international use.

4. You can enter the highest level of education you’ve completed by selecting your choice in the drop down box to the right. You must also indicate whether or not you are legally able to work in the U.S. The final question on this page asks if you are willing to work for temporary agencies. When you have finished, click the **Next** button.

### **My Profile - Part 2 of 4: My General Skills**

In this section, you will be asked questions about your general skills: transportation licenses and endorsements as recognized by the State of Illinois,, language skills, office and physical skills, and personal computer skills.

Clicking this option displays the common skills required by various industries pertaining to transportation, language, office and physical and computer capabilities. You may add any applicable skills to your skills compilation profile. These skills may or may not pertain to your background, but should be added if appropriate. At the bottom of each page in this section, you also can select the **Done with General Skills** button if you wish to move to the next part. Otherwise, page through each section by clicking **Next>**

### **My Profile - Part 3 of 4: My Job Skills**

You will now be asked to enter your specific skills in the Illinois Skills Match system. The more clear, concise and concrete skills you enter, the better chance you have to match to jobs. You must complete this part in order to match to employers with job opportunities that are compatible to your background.

In this section you have the option of either using the **Skill Finder** or clicking on any of the seventeen (17) occupational categories or **dot points** in blue type. Either way you will arrive at the same destination.

1. By using the **dot points** or “**skills tree**”, the system will prompt you to make multiple choice selections to get to where you want to go in selecting the skills you have in order to perform the job. Once you drill down to the actual skills pages, you may select as many skills and their experience levels as they apply to your background. You may go back and use this system over and over to build your profile showing all the different skills you have acquired either at school or at work.

For instance, if you are fresh out of school looking for a teaching position, you may want to indicate the experience level for each of the skills you learned in school as “**Training Only**”. If you are a journeyman carpenter, you should probably select your skills with a 3-5 year experience level. If you are a general foreman or a regional sales manager, you would most likely select more than 5 years of experience.

2. Using the **Skill Finder** method, enter an associated skill word, words or partial word associated with your field of interest in the **Occupation or Skill** box and pressing the search button. You may be presented a checklist of associated sub-categories to choose from and you may check off as many of these as you feel you would like to explore for skills under each category. Or you may find your selection has taken you directly to the skills page and you can begin selecting individual skills and experience levels as they pertain to you. In many cases, other related job titles may appear in this search. They may have one or more of the skills that you can use to add to your background. You may continue to go back at anytime and add as many skills and experience levels as needed from any job title. Remember that the ISM system does not match on Job Titles, but on skills and experience levels. If you have any occupational certifications (e.g.: Certified Financial Planner), you may add them to your profile by clicking on [Occupational Licenses and Certifications](#) located below the **Occupation or Skill** box.

You also have the option at the bottom of each skills list to either return to the skill finder or be finished with your skills. When you have finished adding all your skills, click on the **Done With Skills** button.

### **My Profile - Part 4 of 4: Jobs and Schools**

This last section is viewed and often scrutinized by potential employers who are interested in your background but has no effect on the matching process. Completing this information makes your registration more appealing to employers. This part takes about five minutes.

1. Your work history is needed in order to be displayed on the profile you are creating for employers to see when they click on your registration number after you match to their job order. The work history section provides eight individual areas for you to enter your previous employment history. Your current or most recent employer's name may be suppressed from viewing by employers who might view your profile and you are given that option by selecting **Hide Company Name**. If the employer's name is suppressed, the employer's name is not shown to other employers. However, the other information pertaining to that recent/present employer such as job title and dates of employment are still included in your information. If you have been a full time student and are entering your working field for the first time, you may want to type in Full-Time Student, especially if the jobs you have been working in do not apply to your prospective career.
2. If you need to add a most recent work experience, click on the "Add a New Most Recent Job" button in the upper right corner to add the experience in the proper sequence.
3. Previous unpaid, hobby-related or other training (that shows knowledge, skills or ability) may also be entered.
4. If you were employed outside the USA, you may indicate so by typing in the country you worked in.

Once you have successfully completed your employment history, click on the **Next** button to be taken directly to the "Schools" page.

1. Your education history is needed in order for it to be displayed on the profile you are creating for employers to see when they click on your registration number after you match to their job order. You may record your educational background information in this area which allows you up to eight educational entries. You should list your highest education first and work your way down. For example: Ph.D, MA/MS, BA/BS, etc. You may also list your most important publications here if they will fit in where it says school, degree, major, minor, city or, for example, simply write: **For publications, ask for my resume**. If the employer is interested, he will e-mail you requesting your full resume.
2. Previous unpaid, hobby-related or other training (that shows knowledge, skills or ability) may also be entered, as well

as major and minor degrees earned.

3. If you need to add a most recent educational experience, click on the “Add a New Most Recent Education” button in the upper right corner to add the experience in the proper sequence.

4. If you attended school outside the USA, you may indicate so by either abbreviating with two letters the country in which you attended school in the space next to the word “State”. You are also given eighteen keystrokes in the space next to the word “City”. You can enter your abbreviated information there. For example: Hamburg, GER; Tokyo, JAP; Toronto, CAN; or London, UK. That is how it will appear on the profile employers will receive from you through the ISM system.

After you have completed the “Schools” page, you will be taken to a final “Private Information” page. The following questions let us know who our customers are and how we can serve them better. This information is for statistical reporting purposes only and will not be released to the employer. If you have any concerns about the confidentiality of this page, click on the blue words [user agreement](#). When you are finished, click on NEXT.

### **You’re finished!**

You have finished entering all of the information you need to match to jobs. You now have the option of clicking on the “Match Me To Jobs” button or “My Profile Summary” button.

1. The “Match Me To Jobs” button matches you to job orders in which all your matching criteria and skills match those of the employer. Once you select the “Match Me To Jobs” button, you will be able to see a list of the matching job orders.

2. Jobs you have matched to but have not previously viewed will show a red “**New!**” in the “Viewed” column. Click the view button on the left for additional information about the match. Once you have viewed the selected job order, you can decide if you are interested in the job. If interested, you will be able to view employer information or specific instructions for applying for the job. If the employer has included his or her e-mail address in the job order information, you may e-mail the employer that you would like to schedule an interview. Or you may phone, fax or mail them your resume and cover letter if they provide that information. Sometimes the employer will leave special instructions.

3. Jobs you have previously viewed will have a check-mark in the “Viewed” column and will show your response in the “Result” column (I am Interested, I Am Not Interested, or blank-no-response).

4. If you receive notification of a match by e-mail, phone or mail, you will find the match by viewing jobs designated “Employer Interested” in the “Result” column. The check mark in the “Viewed” column means the employer has viewed your profile and selected it for notification. You may or may not have previously viewed this match. Simply click on the “View” button on the left for additional information about the match and follow the same advice given in step 2 above.

5. In any case, you may move on to the next job order by clicking on the “Next Job Order” button and repeating the viewing and selection process. Or you can click on the “Return” button

6. Choosing the “My Profile Summary” option allows you to view the profile you’ve created. You may also print it out if you wish, by clicking the “Printable Profile” button at the top of this page and then the Print button on your browser. If you wish to change your wage or salary requirement, or if you wish to change any other information by going back to the page where the information is to be changed, click on the “Update” button next to the info you wish to change.

7. When you are finished, click on the “**I’m Done: Log Off**” blue letters in the left column. The system should return to the Welcome page. (WARNING: Failure to close out your information in this manner if you are using ISM in a public place could result in a security risk of your information being accessed by unscrupulous characters)

**8. Remember:** Your registration will go into inactive status if you do not access your registration again within 45 days, which means it will not match to job orders after that time and employers will not know you are actively seeking employment. Employers can conduct searches using ISM 24 hours a day, all year round. So keep your registration active every month simply by clicking on the **View My Jobs** button.

To voluntarily inactivate your registration, click on the **Stop Looking for Jobs** button and your registration will NOT match to employers.

**Questions or Comments regarding Illinois Skills Match or IDES? [Email the System Administrator](#).**  
**You can do this at the bottom of each page while in ISM.**

**Thank you for using Illinois Skills Match. For additional assistance, contact an IDES service representative at your nearest Illinois Employment and Training Center. To find the office nearest you in Illinois, go to <http://www.ides.state.il.us/worknet/default.asp> or call 1-888-367-4382 for IDES local office information..**